

**2014 – 2015 DEPARTMENTAL TIMELINES –  
ALL CAL FIRE UNITS**  
(No.144 June 2015)

**3776**

To establish the year-end timelines to meet the fiscal year-end statement reporting requirements as defined in the State Administrative Manual (SAM).

Reference/Authority

SAM 7950, 7951  
CAL FIRE 3770, 3771, 3772, 3773, 3774, 3775, 3777

**SUMMARY / DESCRIPTION**  
(No.144 June 2015)

**3776.1**

**All programs/units are responsible for ensuring that all documents are received no later than the date indicated below.**

Below is the summary, description and the specified unit (Business Services Office-Acquisition Services Unit, Accounting Office, etc.) for each task.

**DOCUMENTS WILL NOT BE ACCEPTED AFTER THESE DATES.**

**ACQUISITIONS (CONTRACTS)**  
(No.144 June 2015)

**3776.1.1**

<b>Deadline</b>	<b>Summary / Description</b>	<b>Submit to:</b>
3/31	All contract requests expiring by or starting before 06/30/2015 Description: <ul style="list-style-type: none"><li>Contract requests for on-going or new services, minor capital outlay projects, amendments, time extensions</li><li>Dis-encumbrance or requests to add funding.</li></ul>	BSO Acquisition Services Unit
4 to 6 Months Prior to Expiration	All new or renewing contract requests (starting after 7-1-15 for fiscal year 15/16 <b>Description:</b> Contract requests for new services, Minor Capitol Outlay projects, amendments, time extensions and fund changes	BSO Acquisition Services Unit
6/1	Submit CAL FIRE 13/93 for approval of current fiscal year services <b>Description:</b> <ul style="list-style-type: none"><li>Contract requests for continuation of services pending contract process completion after May 15 must be submitted immediately after the service has been approved. STD 215 monies must be encumbered for FY 14/15</li></ul>	BSO Acquisition Services Unit

6-12	Submit contract requests (CAL FIRE - 301) for all current FY approved emergencies <b>Description:</b> Contract requests for approved emergencies occurring after May 15 must be submitted immediately after the service has been approved.	BSO Acquisition Services Unit
6-12	All general and planned non-incident, non-emergency purchasing to be completed by this date including capital outlay purchases. Only incident-related and exceptions approved by Region Chiefs and Deputies are allowed afterwards.	BSO Acquisition Services Unit

## ACQUISITIONS (PROCUREMENT)

3776.1.2

(No.144 June 2015)

Deadline	Summary / Description	Submit to:
1-23	IT Purchase Estimates (EDP and Telecommunications goods and services) with total value of \$500,000 or greater	IT Procurement
3-18	Equipment Purchase Estimates exceeding \$50,000 or greater including NCB and LCB.	BSO Acquisition Services Unit
4-24	IT Purchase Estimates (EDP and Telecommunications) goods and services with total value less than \$500,000.00 including NCB and LCB	IT Procurement
3/30	All contract Purchase Estimates, including NCB and LCB but excluding LPA, within departmental purchasing authority, but exceeding \$25,000.	BSO Acquisition Services Unit
6/10	Purchase Estimates for LPA. <b>Description:</b> Items that require DGS Procurement Division to issue order (i.e. soft body armor)	BSO Acquisition Services Unit
6-10	All general and planned non-incident, non-emergency purchasing to be completed by this date including Capitol Outlay purchases. Only incident-related and exceptions approved by Region Chiefs and Deputies are allowed afterwards.	BSO Acquisition Services Unit
5-22	All regular CAL-Card purchasing packages dated prior to 4/22 must be turned into DAO <b>Description:</b> To avoid penalties and cancellations of Cal-Cards.	DAO
6-5	All remaining CAL-Card packages dated by 5/22 must be turned into DAO <b>Description:</b> To avoid penalties and cancellations of Cal-Cards. Totals must be input into AFAS for accruals	DAO

## STATE PROPERTY

(No.144 June 2015)

3776.1.3

Deadline	Summary / Description	Submit to:
6-12	Units to submit State Property Survey over \$5000 <b>Description:</b> Information needed for year-end statements submitted by Accounting	BSO State Property, BSO will submit to DAO

## BUDGETS

(No.144 June 2015)

3776.1.4

Deadline	Summary / Description	Submit to:
5-28	Submit TBAs to be entered for FM 11 <b>Description:</b> TBAs electronically submitted to	DBO
6-12	Submit TBAs to be entered for FM 12 (interim) <b>Description:</b> TBAs electronically submitted to	DBO
7-8	Submit TBAs to be entered for FM 13 <b>Description:</b> TBAs electronically submitted to	DBO

## ACCOUNTING

(No.144 June 2015)

3776.1.5

Deadline	Summary / Description	Submit to:
20 days for non – fire season; 40 days for fire season from the billing cycle	Establish and enforce due dates for Cal Card Packages submitted to the accounting office <b>Description:</b> To avoid penalties and cancellations of Cal-Cards.	DAO (Cal Card Unit)
20 days after HFD reports are available	Establish monthly deadlines of Unit reconciliation (Q12, Q16, Q24, Q27), contract expenditures, budget plans, etc for all unit budget PCAs including emergency fund (PCA 00900 to 00999) <b>Description:</b> To avoid last minute overload of encumbrance documents and accruals.	Unit designee
20 days for non – fire season; 40 days for fire season from the billing cycle	Establish monthly deadlines for submitted vendor pay documents for reimbursable federal, state, local government contracts. <b>Description:</b> To ensure expenditures are entered in CALSTARS for reimbursement invoicing.	DAO (A/R)

4-1	<p>All JV's, Labor JVs, MRTs for FM 01 - 06 must be received</p> <p><b>Description:</b> Assign new document number to avoid duplication. Do not re-submit the same document unless verified by the Labor Accounting Unit.</p> <p><b>Any documents received after this date must be approved by Region. If HQ, must be approved by Deputy Director or designee.</b></p>	DAO (Labor Acctg)
4-30	<p>All JV's, Labor JVs, MRTs for FM 07 - 09 must be received in DAO.</p> <p><b>Description:</b> Assign new document number to avoid duplication. Do not re-submit the same document unless verified by the Labor Accounting Unit.</p> <p><b>Any documents received after this date must be approved by Region. If HQ, must be approved by Deputy Director or designee.</b></p>	DAO (Labor Acctg)
5-7	<p>Last day to enter PACMANS for WP 351 and April Overtime.</p> <p><b>Description:</b> Pacmans pay information.</p>	N/A
5-15	<p>Reverting FY fund source vendor pay documents must be received.</p> <p><b>Description:</b> Pay documents for the reverting fiscal year (2nd prior fiscal year) will be processed. This is needed to make timely Plan of Financial Adjustments (PFA) letters to SCO. If not received by this deadline, pay document will be charged to the subsequent fiscal year.</p>	DAO (Accts Payable - Claims Auditor)
5-15	<p>FM 10 available in HFD</p> <p><b>Description:</b> Units must reconcile</p>	Per Region requirements
6- 5	<p>Last day to enter PACMANS Work Period (WP) 352 and May Overtime.</p> <p><b>Description:</b> Use Serial code 993 for WP 339.</p>	
6- 8	<p>Letters to all Mutual Aid Partners to send estimates of billings yet to be received for services provided to Cal Fire</p>	DAO (Emergency Response Billing Unit – ERBU)
6-6	<p>FC 42 - Submit actual gross pay amounts for pay period ending June 7. Checks must be issued by June 21 and received in DAO no later than June 23.</p>	Units
6- 8	<p>Any FC-42 checks issued for pay period starting June 8 and after are to be accrued by the Unit.</p>	Units
6-10	<p>All encumbered document adjustments for prior and current fiscal year (i.e contracts, Purchase Estimates) to be disencumbered or adjusted must be received:</p>	DAO - Encumbrance desk)

	<b>Description:</b> Use HFD Encumbrance report. Follow instructions in Handbook 3770.2.	
6- 10	All JVs, labor JVs and MRTs for FM 10 must be received in DAO. <b>Description:</b> Assign new document number to avoid duplication. Do not re-submit the same document unless verified by the Labor Accounting Unit. Do not submit changes or corrections under \$5.00 per document (exception – PCAs for reimbursement or federal grant contracts) <b>Any documents received after this date must be approved by Region. If HQ, must be approved by Deputy Director or designee.</b>	DAO (Labor Accounting)
6-10	Camps Manufactured Products Order Form (FC–80) must be received <b>Description:</b> Documents received will be included in the preliminary FM 12 CALSTARS Q24 or Q27	DAO (A/R)
6-10	OSFM training and Code Enforcement documents to be invoiced received in DAO. <b>Description:</b> Documents received will be included in the preliminary FM 12 CALSTARS Q24 or Q27	DAO (A/R)
6-11	FM 11 available in HFD <b>Description:</b> Units must reconcile	Per Region Requirements
6-18	Last day DAO to enter documents (FM 12) for CALSTARS processing: <b>Description:</b> Documents not entered by this date will need to be accrued.	DAO
6-19	FM 12 (interim HFD reports) available in HFD <b>Description:</b> Units must reconcile. Accrual input begins	Per Region Requirements
6-30	Units must deposit final checks (i.e. from employees, vendors, etc.) to local bank. <b>Description:</b> Follow instructions in Cal Fire Handbook 3630.	Bank
7-1	AFAS Accrual Reports must be received in DAO. DAO will manually post accruals this fiscal year.	DAO
7- 1	Last day to key estimated and actual accruals in AFAS <b>Description:</b> Include the following: <ul style="list-style-type: none"> <li>• State garage charges</li> <li>• LRA (418.07, Contract county (418.15) invoices</li> <li>• Travel expense claims for travel up to and including June 30<sup>th</sup> except for out-of-state travel</li> <li>• Cal-Card purchases June 30<sup>th</sup> and prior not in</li> </ul>	Units

	<p>CALSTARS</p> <ul style="list-style-type: none"> <li>• Direct Transfers that are not posted in CALSTARS</li> <li>• Estimated June services for gasoline, telephone and utility charges.</li> <li>• Estimated travel expenses for travel up to and including June 30<sup>th</sup> and of out-of-state travel</li> </ul> <p>Purchases authorized at year-end</p>	
7-2	<p>Report of Collections (AO-197) deposited on 6-30 must be received in DAO</p> <p><b>Description:</b> Documents listed will not have to be accrued. Any checks received after this date will need to be accrued for FY 2010</p>	DAO (A/R)
7-2	<p>Revolving Fund check foils (053) and transmittal (AO – 58) must be received in DAO</p> <p><b>Description:</b> Documents used for year-end reports</p>	DAO (Rev Fund)
7-2	<p>ARC packages must be received.</p> <p><b>Description:</b> Documents used for year-end accruals</p>	DAO (Emergency Response Billing Unit – ERBU)
7-2	<p>All JVs, Labor JVs, MRTs for FM 11 to FM 12 (interim) must be received</p> <p><b>Description:</b> Documents used for year-end entries.</p>	DAO (Labor Acctg)
7-6	<p>Last day to enter PACMANS Work Period (WP) 353 and June Overtime</p> <p><b>Description:</b> Documents used for year-end accruals</p>	N/A (picked up electronically)
7-7	<p>Schedule A Accounts Receivable (PACMANS) AO-17s for 4<sup>th</sup> quarter - Final from Northern Region units must be received.</p> <p><b>Description:</b> Documents used for year-end accruals</p>	DAO (A/R)
7-2	<p>Emergency Fire Time Pay accruals (AO-73) documents must be received</p> <p><b>Description:</b> Documents used for year-end accruals</p>	DAO (Fund Acctg)
7-1	<p>Accounts Receivable accruals (OSFM training and Code Enforcement) must be received</p> <p><b>Description:</b> Documents used for year-end accruals</p>	DAO (A/R)
7-1	<p>Meal accruals for June and other pay periods not keyed by June SCO cut-off, abatements with coding information (submit via e-mail to DAO Fund Acctg – Accts Rec)</p> <p><b>Description:</b> Meal accruals for May will be accrued by DAO</p>	DAO (A/R)

7-2	All emergency fund cost estimates (FC-176) for all years to be received <b>Description:</b> Documents used for year-end accruals.	DAO (Emergency Response Billing Unit – ERBU)
7-8	Worker's Comp accruals (AO-73) must be received <b>Description:</b> Documents used for year-end accruals	DAO (A/P)
7-9	FM 12 Labor Information available in HFD <b>Description:</b> Units must reconcile reports	N/A
7-9	Schedule A Accounts Receivable (PACMANS) AO-17s for 4 <sup>th</sup> quarter - Final from Southern Region units must be received. <b>Description:</b> Documents used for year-end accruals	DAO (A/R)
7-15	FM 12 Final reports available in HFD. <b>Description:</b> Units must reconcile reports. <b>NOTE: These reports will contain CALATERS expenses after 6-24 and Uniform payments processed in June. Units may have to reduce accruals.</b>	
7-15	FM 13 interim CALSTARS reports available in HFD. <b>Description:</b> Units must reconcile reports	
<b>7-16-7-17</b>	<b>Year-End Electronic Meeting</b>	<b>All Units</b>
7-17	Submit CALSTARS accrual (receipt or expenditure) corrections by 1600. <b>Description:</b> <b>FINAL CORRECTIONS FOR YEAR-END</b>	DAO
8-30	FM 13 final CALSTARS reports available in HFD. Units must reconcile reports	

## CONTACTS

(No.144 June 2015)

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Name	Phone	Assignment
Chan, Stella		Federal Contracts Supervisor
Stephanie Lor	916-653-2811	Cashier/AR Supervisor
Ron Vikash	916-653-4671	A/P Supervisor
Lawrence, Michelle	916-653-6652	ERBU, Manager II State Contracts Supervisor
Lutzenberger, Tom	916-653-6630	Assistant Deputy Director – Management Services
Jesness, Jennifer (Vacant)	916-654-5713	A/P & A/R, Manager II
Rodriguez, Linda	916-653-3054	Fund Control (Fund Acctg, Labor Acctg, Rev Fund-Travel) Manager II

Scribner, Janet	916-653-7825	ERBU, Supervisor
Wan, Jennifer	916-651-1415	SRA Supervisor
Jennifer Jesness	916-653-8047	Accounting Office, Chief
Williams, Kathleen	916-653-2794	Fund Accounting, Manager I
Amabelle Dioquino	916-653-0986	A/P & CalCard, Manager I

<b>Headquarters Business Services Office (BSO) Management Team</b>		
<b>Name</b>	<b>Phone</b>	<b>Assignment</b>
Cary, Leslie	916-324-5979	Acquisition Services - North, Manager
Perkins, Bahia	916-323-0533	Acquisition Services - South, Manager
Quiaoit, Michael	916-324-7088	Acquisition Services, Manager
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